



## **Police Sergeant**

### **Police Department**

PD/6

#### **JOB SUMMARY**

The Police Sergeant supervises and coordinates activities the squad of Police Officers on an assigned shift or unit within the Police Department. This position is responsible for enforcing laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators. These tasks are carried out according to the Constitution, State Law and ordinances of the City of Panama City Beach in adherence to Departmental policies.

This position is subject to emergency call-in; works evenings and weekends as required to complete the police mission during peak times, drafting and servicing of search warrants, etc.

#### **MAJOR DUTIES**

- Supervises and participates in uniform patrol activities as assigned; delivers shift briefings and inspects officers and equipment; makes patrol assignments; responds to major incidents; investigates traffic accidents and criminal violations; enforces local, state, and federal law; issues citations and makes arrests.
- Assigns, tracks, supervises and participates in criminal investigations as needed; reviews police reports to determine cases for further investigation and assignment to Investigators; reviews incoming property and evidence files for compliance with policies and procedures; reviews investigative reports for accuracy and completeness; responds to major crime scenes to coordinate actions and gather evidence; prepares cases and testifies in court.
- Assumes active command in emergency situations until higher authority arrives.
- Coordinates the development of intelligence on crimes being committed.
- Supervises and participates in the training of department personnel.
- Reviews reports and timesheets completed by subordinate personnel for accuracy and completeness.
- Trains, assigns, directs, supervises, motivates, evaluates, and disciplines personnel.

- Completes a variety of regular and special reports.
- Serves on assigned specialized teams and task forces, if applicable.
- Provides a full range of support to administration staff.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local ordinances and of state and federal laws.
- Knowledge of the criminal justice system.
- Knowledge of law enforcement principles and practices.
- Knowledge of crime scene preservation, processing and evidence collection methods.
- Skill in the use of computers and job-related software programs.
- Skill in operating police vehicles and emergency equipment.
- Skill in operating cameras and video cameras.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in affecting detentions and arrests of persons with emphasis on mitigating physical harm.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

- The Police Lieutenant assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with Standard Operating Procedures and other directives within the nature and propriety of the field, overseeing final results.

## GUIDELINES

Guidelines include department policies and procedures, federal and state laws, court rules, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory, technical, and law enforcement duties. The need to respond to unforeseen and dangerous situations contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in assigned department operations. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

## CONTACTS

- Contacts are typically with department personnel, other city employees, court personnel, attorneys, representatives of other law enforcement agencies, victims, witnesses, suspects, business owners, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table, in a patrol vehicle, or while intermittently sitting, standing, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel. Manages subordinate supervisors and employees in the Uniformed Patrol Division and Criminal Investigative Division. Is responsible for the overall direction, coordination, and evaluation of their respective division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## MINIMUM QUALIFICATIONS

- Two (2) years of continuous police work and one (1) additional year at a minimum at the rank of Corporal with the Panama City Beach Police Department

- High school diploma or general education degree (GED)
- Knowledge and level of competency commonly associated with completion of specialized training in the field of work
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Florida - driving record must be acceptable to the City insurance program. Applicants will be administered a Civil Service examination for the rank of which they are applying.
- Possession of appropriate Florida State Officer Certification.

#### EMPLOYEE ACKNOWLEDGMENT

I hereby acknowledge receipt of the job description and certify that I meet the qualification requirements stated herein and I am able to perform the essential duties and responsibilities of this position. I acknowledge that in addition to the duties outlined above I may be required to perform additional duties.

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Signature

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Date